

ATHENS-CLARKE COUNTY LIBRARY BOARD
Minutes, January 9, 2018 Meeting
Athens-Clarke County Library Board Room

Chairman Darnell called the meeting to order at 4:02 pm. Trustees in attendance are Ms. Bogue, Ms. Boydston, Ms. Brown, Ms. Cullen, Chairman Darnell, Ms. Hall, Mr. Hopper, Ms. Hunt, Mr. Prokasy, Ms. Ritter, Mr. Thomas, and Mr. Timmons. Absent were Mr. Boyle, and Mr. Thompson, and Mr. Wetherbee. Staff members present were Ms. Bell, Mr. Bush, Ms. Chelsey, Ms. Fike, Ms. Green, Ms. Eades, Ms. Griffin, Ms. Moncrief, and Ms. Ovington.

Announcements:

Welcome to our new Board Members. Ms. Courtney Brown is a local business member of the community and is very passionate about libraries. Ms. Stephanie Hall is a member of a local banking institution and has been an advocate for the library for years. Both were congratulated and welcomed.

Public Comment:

None

Approval of Minutes:

The Draft Minutes from the October 10, 2017 regular meeting were unanimously approved. (Moved by Ms. Bogue, Seconded by Mr. Timmons)

Approval of Agenda:

The Agenda was then adopted and unanimously approved. (Moved by Ms. Bogue, Seconded by Mr. Thomas)

Presentations:

- LEAD Athens - Mike Hodges and group discussed several aspects of the tool library.
 - Start simple using relatively safe tools.
 - Limit additional consumables (ex. Sandpaper) these should be provided by patron.
 - Partner with Athens Technical School to provide educational training on tool use along with safety once a month at the library and provide quarterly routine inspection and maintenance on tools or sooner if repair is needed.
 - Liability waivers would be signed by each patron.
 - \$3000 would initially fund the purchase of the tools to be raised through charitable donations and corporate sponsor with a \$1500 annual cost to the library.
 - This would be a perpetual program unless the library feels the need to discontinue.

This will benefit patrons in the community who do not have the means to complete simple household chores. Mr. Hodges stated we would be the first library in Georgia to have a tool library and also provided information from other libraries across the country that included

their suggestions. The Board unanimously approved the adoption of the "Tool Library" proposal as submitted contingent with the written insurance policy to follow. (Moted by Mr. Thomas, Seconded by Ms. Bogue)

Financial Report:

The report was given by Mamie Fike, Business Manager; she stated that the second quarter for FY18 was in line as the library has received 49.96% in revenue which included an increase in ACCL Meeting Room fees and Passport reserves. Expenditures are also in line at 48.31%. Ms. Fike also reported the annual audit will be held on February 5 & 6, the auditor will be Terry Masters from the Board of Regents.

Committee Reports:

- **Building Grounds Committee -**
 - The committee has chosen the Hannah Solar Company to complete the solar project. The installation will have a solar flower, solar panels for the roof of the library and an educational kiosk for public viewing.
 - The committee met with two county commissioners about the possibility of an East Side Branch. This project would possibly be funded through a future SPLOST fund.
 - The City of Winterville has agreed to help fund the Winterville Branch renovation.

Director's Report:

- **Athens Regional Library is the GEORGIA PUBLIC LIBRARY OF THE YEAR!!!**

What a great way to start the New Year! We were thrilled to get the news. The honor of this award goes to the staff, the Friends, The Boards, and the Endowment all across the region, and I thank you all. Together, we really make a difference in the lives of our residents and this honor makes that fact evident. . Rhiannon Eades, Donna Brumby, Lorena Griffin and I worked on the application. We received many letters of support from all across the region for the libraries in their counties. The award has been in place for 3 years. We are the first multi-branch system to receive the honor. We will be hosting (courtesy of the Friends & Endowment) a **big reception on Sunday January 21 starting at 3:00 pm.**

On January 30th we will be honored at the **State Capital for Hot Dog Day**. The library is planning to have a bus leaving from here to travel to the State House in Atlanta. It would be wonderful if some you can attend that event.
- **Automated Materials Handling Sorter**

Toby Mayfield, Greg Deal, Lindsay Josey, Josh Goodwin and I have met several times with Keith Sanders from the County to finalize arrangements for a new AMH sorter. The RFP was written, and interviews of vendors completed. Envisionware was awarded the bid and we expect a new sorting machine will be installed by the end of March.
- The **FY2019 budget request** for ACCUG has been submitted to the Unified Athens-Clarke County Government.

- During the last meeting, I reported that the ACCUG was planning a new “**Naming Policy**”. This policy is for the naming of buildings, rooms etc. in county owned facilities. The final and approved policy can be found at this link: <http://www.athensclarkecounty.com/DocumentCenter/Home/View/44977>
- Renovations for the **Winterville Branch** can get underway after the ARLS Board meeting. A proposed RFP for the work is attached for your review. As a reminder; ARLS received State MRR grant funding to move the Winterville library. The city of winter could not match the grant for a move, but they do have the funding to renovate the existing building.

Old Business: None

New Business:

- The Athens-Clarke County Friends of the Library have raised \$10,000 and commissioned the artist Harold Rittenberry to create a statue to be installed on the Library grounds.

Board Actions:

Motion to approve locally, the RFP for renovation of the Winterville Branch (Moved by Ms. Bogue, Seconded by Mr. Woods)

Motion to adopt proposal of the “Tool Library” services as presented contingent with insurance policy written to follow (Moved by Mr. Thomas, Seconded by Ms. Bogue)

Motion to approve installation of Harold Rittenberry artwork on library grounds (Moved by Ms. Bogue, Seconded by Ms. Ritter)

Meeting was adjourned at 5:16 pm

Summary of Votes

Motion to approve locally, the RFP for renovation of the Winterville Branch (Moved by Ms. Bogue, Seconded by Mr. Woods)

Motion to adopt proposal of the "Tool Library" services as presented contingent with insurance policy written to follow (Moved by Mr. Thomas, Seconded by Ms. Bogue)

Motion to approve installation of Harold Rittenberry artwork on library grounds (Moved by Ms. Bogue, Seconded by Ms. Ritter)

ATHENS-CLARKE COUNTY LIBRARY BOARD
Minutes, April 10, 2018 Meeting
Athens-Clarke County Library Board Room

Chairman Darnell called the meeting to order at 4:00 pm. Trustees in attendance are Ms. Bogue, Ms. Boydston, Ms. Brown, Ms. Cullen, Chairman Darnell, Mr. Hopper, Ms. Hunt, Mr. Prokasy, Mr. Thomas, Mr. Thompson, Mr. Timmons, Ms. Wilson, and Mr. Woods. Absent were Mr. Boyle, Ms. Hall, Ms. Ritter, and Mr. Wetherbee. Staff members present were Ms. Bell, Ms. Brumby, Ms. Fike, Ms. Green, and Ms. Moncrief.

Announcements:

Welcome to our new Board Member. Ms. Shialoh Wilson; who will be taking Mr. Ron Wetherbee's seat as representative from Winterville. Ms. Wilson was congratulated and welcomed. Also, Mr. Sean Boyle will be resigning his position due to conflicts with his work schedule.

Public Comment:

None

Approval of Minutes:

The Draft Minutes from the January 9, 2018 regular meeting were unanimously approved. (Moved by Ms. Bogue, Seconded by Mr. Woods)

Approval of Agenda:

The Agenda was then adopted and unanimously approved. (Moved by Mr. Thomas, Seconded by Mr. Timmons)

Financial Report:

- The report was given by Mamie Fike, Business Manager; she stated that the third quarter for FY18 was in line as the library has received 74.89% in revenue which included an increase in ACCL Meeting Room fees and Passport reserves. Expenditures are also in line at 73.97%.
- Ms. Fike also reported a Vendor Packet has been created for existing and new that includes Everify information for each vendor.
- The tool library "Go Fund Me" account has raised \$994.00 for the purchase of tools.

Committee Reports:

- **Building Grounds Committee -**
 - Due to Athens-Clarke County Facilities inspection, it has been discovered that the roof of the building will not be able to support solar panels. Hannah Solar (company selected) will adjust the installation to include more panels.

- The Automatic Materials Handler has been removed and the new one is scheduled for delivery.
- The teen department is being redesigned with the help of graduating students from Athens Tech
- The parking lot lines have been repainted to ease traffic.
- The HVAC work has been completed and is being tested.

Director's Report:

- The FY19 Appropriations Bill has passed. For Athens it will mean roughly \$10,000 increase in the materials budget.
- Tools for the Tool Library are being purchased and tools should be ready for checkout in early May.
- A number of ARLS staff attended the Public Library Association Conference in March. Staff from ACCL presented a program on the Common Heritage Grant and its success. It received many accolades including articles written in National Publications.
- With the help of our major stakeholders the Resource Team has completed the Organizational Values. The second step in the development of the Strategic Direction for the Library.
- On February 1, 2018 the library as part of the GADD consortium moved our ebooks platform to RBDigital.
- The Winterville renovation should be complete around June 30th.
- The Staff has received active shooter training; additional fire extinguishers have been installed around the building.
- The Passport execution fee has increased from \$25 to \$35

Old Business: None

New Business: None

Board Actions: None

Meeting was adjourned at 4:42 pm

ATHENS-CLARKE COUNTY LIBRARY BOARD
Minutes, July 9, 2018 Meeting
Athens-Clarke County Library Board Room

Chairman Darnell called the meeting to order at 4:06 pm. Trustees in attendance are Ms. Bogue, Ms. Boydston, Ms. Brown, Chairman Darnell, Ms. Hall, Mr. Hopper, Mr. Prokasy, Ms. Ritter, Mr. Thomas, Mr. Thompson, Mr. Timmons, Ms. Wilson. Absent were Ms. Cullen, Ms. Hunt, and Mr. Woods. Staff members present were Ms. Bell, Ms. Bowden, Ms. Brumby, Ms. Fike, Ms. Gay-Griffin, Mr. Goodwin, Ms. Green, Ms. Moncrief and Ms. Wright.

Announcements:

There are two vacancies on the Board of Trustees, Sean Boyle and Shannon Thompson have resigned due to other commitments. We have two very promising candidates who will go before the Athens-Clarke County Commission for interviews. The commission will advise us when the new trustees have been selected.

It is with sadness and with wishes of good luck that we are losing staff, Assistant Director Lorena Gay-Griffin, Acquisition Specialist Joshua Goodwin and Web Designer Natalie Wright. All are moving on to exciting new opportunities, they all will be missed.

We would like to introduce the new Head of Archives, Librarian Ashley Shull.

Public Comment:

None

Approval of Minutes:

The Draft Minutes from the April 10, 2018 regular meeting were unanimously approved. (Moved by Mr. Hopper, Seconded by Mr. Prokasy)

Approval of Agenda:

The Agenda was then adopted and unanimously approved. (Moved by Ms. Bogue, Seconded by Mr. Timmons)

Financial Report:

- The report was given by Mamie Fike, Business Manager; she stated that the fourth quarter for FY18 was in line as the library has received 99.86% in revenues. Expenditures are also in line at 97.82%. Unanimously Approved

- Ms. Fike also gave the FY19 Budget Proposal which had an increase from the county which will pay for salaries, Security, and additional Telephone cost.
Unanimously Approved

Committee Reports:

- **Building Grounds Committee -**
- The solar tree was installed on June 14, 2018. That was phase one of the project. Phase two of the project began on July 6th, with the installation of a “Smartflower”
- The great news is that the Smartflower actually produces more kilowatts than the solar tree, about 7,000 kilowatts annually.
- **Winterville -**
 - The renovation is set to start in July with 20+ days of closure needed for completion. The Front Porch Concert Series hosted by the Friends of the Library will begin in September. Also the Advisory Board is accepting applications for 3 new members reported Ms. Wilson
- **East Athens Resource Center -**

Director’s Report:

This fiscal year, we hope to focus to two major projects Regionally:

- **Collection Development and Collection Maintenance.** We will be evaluating and/or developing policies, procedures, weeding schedules, replacement schedules, volunteer opportunities, and an overall “refreshing” of our materials collections.
- **Planning the new Strategic Direction,** also known as strategic planning. As we plan the Strategic Direction for ARLS, you will be invited to participate on various levels as a Board.
- The Teen Department of the library is also moving forward with its renovation. Work is currently happening on the shelving units, the new furniture, fixtures and equipment has been ordered, and we are working with ACCUG Facilities to arrange electrical and painting.
- **SPLOST** is hosting a public planning forum on November 8th starting at 6:00 pm. I plan to attend to garner information about our East Side plans. If anyone wants to come with me, please let me know.
- The ACCL Friends have had elections and seven new members. Jane Russel is President, Kathy Lynne Sanderson is Vice President, Sarah Simpson is Treasurer, and Mary Jane Holloway is Secretary.
- The next Friends Book Sale will be held October 10th thru 13th.

- ACCL Friends joined the Friends of Bogart, Oconee, Oglethorpe, and Winterville libraries in mailing a variety of books (Children's, Teen, Adult, and English & Spanish) to Boys and Girls clubs serving communities in Puerto Rico that continue to experience the ravages of Hurricanes Irma & Maria.
- We did receive \$25,000 from the County for security guard presence during 20 hours per week. The staff have requested additional security hours during other peak times of the week and weekends amounting to \$11,000 annually. Unanimously Approved
- Maintenance & service costs for our new Automatic Materials Handling equipment will cost an estimated \$66,000 every four years. That amounts to \$16,500 annually that needs to be set aside. This is a decrease from the old AMH service contract which averaged \$21,000 annually.
- More good news is that there is \$43,083.76 under expended in this year's budget. I suggest we set up a reserve account for the service contracts and place \$16,500 in that account every year, starting this year. Unanimously Approved
Additionally, I would like to place the remaining \$26,583.76 in a reserve account to be used for the upgrading of our security monitoring system. Our video equipment and many of the cameras need to be updated and/or realigned to provide maximum coverage of the interior sections of the library. We also need additional cameras outside for the parking lot area. We are getting estimates for the cost of these upgrades. Unanimously Approved

Old Business: None

New Business: None

Board Actions:

- Approval of the proposed budget for Fiscal year 2019.
Motion by Ms. Bogue
Seconded by Mr. Timmons
- Approval to move \$11,000 from Passport Revenue to the operating budget for Security Guard Services.
Motion by Ms. Bogue
Seconded by Mr. Timmons
- Approval to move \$16,500 from FY18 operating budget to Restricted account Maintenance & Service.
Motion by Mr. Hopper
Seconded by Mr. Prokasy
- Approval to move \$26,000 from FY18 operating budget to Restricted account for the purchase and installation of security video equipment and surveillance cameras.

Motion by Mr. Prokasy
Seconded by Ms. Bogue

Meeting was adjourned at 5:02 pm

ATHENS-CLARKE COUNTY LIBRARY BOARD
Minutes, October 9, 2018 Meeting
Athens-Clarke County Library Board Room
Draft Minutes

Chairman Darnell called the meeting to order at 4:05 pm. Trustees in attendance are Ms. Boydston, Ms. Brown, Ms. Cullen, Chairman Darnell, Ms. Hall, Mr. Hopper, Mr. Prokasy, Ms. Ritter, Ms. Russell, Mr. Thomas, Mr. Timmons, and Mr. White. Absent were Ms. Bogue, Ms. Hunt, and Ms. Wilson. Staff members present were Ms. Bell, Ms. Brumby, Ms. Fike, Ms. Green, and Ms. Moncrief.

Announcements:

It is with a heavy heart that we announce the passing of our life long library advocate and board chair Wallace B Eberhard. We send condolences to his family, he will be missed

The two vacancies on the Board of Trustees have been filled with two exceptional candidates. Jane Russell retired UGA Director and Friends of the Library Board Chair and Dr. Kenneth White, UGA Professor of Financial Planning, Housing and Consumer Economics.

It is with sadness and well wishes that we are losing our long standing board member Dennis Hopper as he retires from our board, we will miss him. A book plate honoring his service to the library was placed in his book "Words Will" and placed into circulation.

Public Comment:

None

Approval of Minutes:

The Draft Minutes from the July 9, 2018 regular meeting were unanimously approved. (Moved by Mr. Timmons, Seconded by Mr. Thomas)

Approval of Agenda:

The Agenda was then adopted and unanimously approved. (Moved by Mr. Thomas, Seconded by Mr. Woods)

Financial Report:

- The report was given by Mamie Fike, Business Manager; she stated that the first quarter for FY19 was in line as the library has received 24.70% in revenues.

Expenditures are also in line at 23.63%. Unanimously approved. (Moved by Mr. Hopper, Seconded by Mr. Timmons)

- Ms. Fike also reported that the Teachers Retirement System employer's share went from 16.81% to 20.90% for all employees working 20 or more hours per week. Employee share stayed the same at 6.00% of gross wages.
- Ms. Fike stated the State final FY18 budget with narrative was submitted to GPLS along with the FY19 ZBB.

Committee Reports:

- **Building and Grounds** - None
- **Friends of the Library** - The Fall Book Sale starts on October 10, 2018 with over 20,000 books. We are anticipating \$20,000 in sales stated Ms. Russell. Ms. Russell also reported on the Rittenberry Sculpture purchased for the library by the Friends of Athens-Clarke County Library will be installed soon.
- **Winterville** - None
- Ms. Ritter stated that a small informal group of the board comprised of herself, Ms. Boydstrum, Mr. Thomas and Ms. Darnell discussed collecting information about changing the policies in place for children to receive library cards.

Director's Report:

- ACCL has received a \$150,000 Community Catalyst Award Grant from the Institute of Museum and Library Services. We will be working in partnership with the University Of Georgia School Of Social Work to become a trauma-informed library. This partnership will establish a program to place social work student interns at the library to identify specific needs of at-risk community members.
- ACCL, The Digital Library of Georgia and the Flagpole Magazine will receive the 2018 Georgia Historical Records Advisory Committee Award for Excellence in Archival Program Development by a Local Government for the Flagpole Digitization Project.
- Imagination Squared community art project: "Resilience" - The Library will be participating in the County Wide Imagination Squared Community art project. <https://imaginationquared.org/>.
- Early Voting & voting: Again, this year we will be an early voting site for Athens-Clarke County. Early voting is scheduled to go from Monday, October 29th to Friday, November 2nd. We will also be a voter polling site for District 7B starting this year.

- Security Guard Company: As you may know we have experienced a lack in the quality of service from our current Security guard company, BOS to Metropolitan Security for a 6-month trial.
- New Staff: We have hired a number of new staff in key positions.
 - Assistant Directory of Regional & Outreach Services is Jean Mead
 - Collection Development Manager is Lindsay Josey
 - Webmaster and Digital Media Center Supervisor/Manager is Robin Fay
 - Winterville Branch Manager is Deidre Murray

Old Business: None

New Business:

Nominations Committee nominated the following board members for the Executive Committee: Ian Thomas, Chair; Alice Hunt, Vice-Chair; Svea Bogue; Treasurer. Unanimously Approved. (Moved by Ms. Cullen, Seconded by Mr. Woods)

Board Actions:

Approval of Executive Committee including Ian Thomas, Chair; Alice Hunt, Vice-Chair; Svea Bogue; Treasurer. Unanimously Approved. (Moved by Ms. Cullen, Seconded by Mr. Woods)

Meeting was adjourned at 5:05 pm

